

Next Steps for Wastewater Applicants of the Clean Water Fund Program

Refer to the [CWFP SFY 2019 Project Priority List](#) to find your project's PERF score and priority ranking. Direct any questions or concerns about the application process to Matt Marcum, CWFP coordinator, at MatthewR.Marcum@Wisconsin.gov

Deadlines for complete, **ONLINE** application submittal

For State Fiscal Year 2019 funding, you must submit your CWFP Financial Assistance Application with all [required documentation](#) through our new online portal (*excludes [Hardship Financial Assistance Application](#)*):

- ☐ If requesting [Principal Forgiveness \(PF\)](#), applicants must submit the online CWFP Financial Assistance Application with all required documentation by **September 30, 2018**.
- ☐ If not requesting Hardship Assistance or Principal Forgiveness, CWFP online applications with all required documentation will be accepted starting July 1, 2018 and will continue to be accepted year-round.

IMPORTANT: Incomplete applications will be ineligible for loan funding until a complete application has been received. If a complete application is not received until after the September 30th deadline for PF, the project will not be eligible for PF, even if the original submittal occurred prior to the deadline. There is no grace period.

Plan reviews by DNR Bureau of Water Quality

Facilities Plan Submittal: Follow requirements as explained in DNR's [Wastewater Facility Planning Studies](#).

- ☐ Submit required copies of the facilities plan to the department for approval. Provide sufficient lead time (preferably six months) *before the application submittal deadline* for the department to complete the facilities plan review.
- ☐ Include a [parallel cost estimate](#) and an [environmental assessment](#).

Plans and Specifications Submittal: Follow requirements as explained in DNR's [Plan Submittal Requirements for Sewerage Systems](#).

- ☐ Submit required copies of approvable, biddable plans and specifications for DNR approval by the application submittal deadline.

Accomplish *as soon as possible*:

- ☐ Pass an [Authorized Representative Resolution](#).
- ☐ Pass a [Reimbursement Resolution](#).
- ☐ If applicant *is not* listed on [Municipality MHIs for SFY 2019 Projects](#), submit [median household income](#) and [population](#) data.
- ☐ Required rate increases must be in effect before the loan closing, see [User Charge Systems & Sewer Use Ordinances](#).

Accomplish in the near future:

- ☐ Obtain your municipal attorney's legal statement or opinion on [land ownership and easement rights](#).
- ☐ Notify your municipal bond counsel of the anticipated loan closing.
- ☐ Prepare an [equipment replacement fund \(ERF\)](#) schedule and projected ERF deposits.

Federal requirements

Applicants and their prime contractors and subcontractors must comply with:

- ☐ [Cost and Effectiveness Certification](#) – required for all CWFP projects at the time of application.
- ☐ [Davis-Bacon and Related Acts \(DBRA\)](#) – prevailing wage rates for inclusion in bid solicitations, contracts, and subcontracts.
- ☐ [Disadvantaged Business Enterprises \(DBEs\)](#) – solicit and utilize when advertising bids, subcontracting, and procuring.
- ☐ [Environmental Review](#) – part of facilities planning to assess for resources protected by cross-cutting federal authorities.
- ☐ [Fiscal Sustainability Plan \(FSP\) Certification](#) – required for wastewater treatment systems only.
- ☐ [Use of American Iron and Steel \(UAIS\)](#) – required if the plans and specifications were approved on or after 06/10/2014.

PERF score objection submittals and reevaluation requests

After publication of the CWFP PPL, you have 30 days to submit a PERF score objection and provide any **new** information that was **unavailable at the time** of the *Intent to Apply (ITA)/Priority Evaluation and Ranking Formula (PERF)* submittal.

If there is no new information but you have supporting documentation that **was not included** with the ITA/PERF submittal **and** you submit an eligible application for the project, you may request a PERF score reevaluation after the application submittal deadline. Your reevaluation request must be submitted within 30 days of the application submittal deadline.

Submit PERF score objections and reevaluation requests with supporting documentation to [Matt Marcum](#), CWFP coordinator.